

DEFENSE DISTRIBUTION SUSQUEHANNA PENNSYLVANIA (DDSP)
NONAPPROPRIATED FUNDS DIVISION
ATTN: GLENDA B. FRAZIER
2001 MISSION DRIVE, SUITE 1, (BLDG. 400)
NEW CUMBERLAND, PA 17070-5002
(717) 770-8010/DSN 977-8010

VACANCY ANNOUNCEMENTS

ANNOUNCEMENT NUMBER: NAF-04-008

TITLE: ASSISTANT BUSINESS MANAGER, NF 1101-03
REGULAR PART-TIME (20-39 hrs per week)

OPENING DATE: 28 May 2004
CLOSING DATE: OPEN UNTIL FILLED

LOCATION: Fort Indiantown Gap Community Club

SALARY: \$27,000-\$31,305 PER ANNUM

MAJOR DUTY DESCRIPTION: Assist Business Manager and performs such functions as food service, cook, and cashier. Issues/receives and controls cash receipts and change funds; verifies cash count of funds turned in by cashiers. Determines cash shortages or overages. Represents the activity to the public. Conducts customer surveys, reviews usage/sales to make recommendations concerning services, promotion activities and revenue improvements. Conducts monthly inventories of resalable goods (food and alcohol). Develops budgetary data. Assists in setting up in different functional areas. Completes fire safety checks and secures the facility. Conducts customer surveys, reviews usage/sales to make recommendations concerning services, promotion activities and revenue improvements. Participates in the selection of employees. Conducts on-the-job training and provides other assistance to employees. Recommends duty assignments consistent with operational requirements. Coordinates work flow. Approves short term and emergency leave; provides performance information to Business Manager. In the absence of the Business Manager, performs duties as acting manager. Develops, recommends and enforces operating procedures and assures TB Med 530 requirements are followed. Supervises assigned staff. Performs other duties as assigned.

Will be required to work day and evening shifts as workload requires. This may include weekday and weekends. May be required to travel to New Cumberland on occasions. .

QUALIFICATION REQUIREMENTS: 3 years managerial experience in a Bar or Restaurant. Must be knowledgeable in all phases of a Bar/Restaurant business setting. Candidates must have prior managerial experience in a bar/restaurant business setting. Must be able to communicate in English, orally and in writing.

CONDITIONS OF EMPLOYMENT: (Environmental requirements, licenses, background checks, etc.) Requires a National Agency Check **QUALIFICATION REQUIREMENTS.**

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligible from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and **a copy of the sponsor's PCS orders with the application for a position.** Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is

basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members:** Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Nonappropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

EVALUATION METHODS: Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application) ONLY. In keeping with the objective expressed by the Department of the Army (AR 215-3) to select the best qualified candidates available, management reserves the right to fill vacancies by the following methods: Reassignments, promotion, transfer, reinstatement of new appointments. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

BACKGROUND CHECKS: Installation Records Checks (ICR) are required for all positions. All background checks are a condition of employment for all employees.

PHYSICALS: Employment is contingent upon successful completion of a physical.

EQUAL OPPORTUNITY: Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Nonappropriated Funds provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

Mail Applications to:

NAF Personnel
2001 Mission Drive, Bldg 400
New Cumberland, PA 17070

If you have any questions or comments regarding this announcement, please contact:
Glenda B Frazier, Human Resources Specialist, commercial 717 770-8010 or mail at glenda.frazier@dla.mil